



MEAP/MME

Coordinator Update

Office of Educational Assessment and Accountability
Michigan Educational Assessment Program/Michigan Merit Examination

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Summer Opportunity for Educators: Write Items for Future MEAP Assessments!

The Michigan Educational Assessment Program (MEAP) is continuing to implement Michigan educator-developed assessments for MEAP in Grades 3-9 and high school. In order to ensure the highest quality for our assessments, we are seeking Michigan educators to join us in Lansing during three days in June for training and initial item writing, and three days in August for follow-up.

The training will include Principles of Item Writing and Aligning the Items to the Michigan Standards. The entire program will be coordinated by assessment professionals from Harcourt Assessment. Team members who complete the training and item assignments will be paid a stipend of \$1,200 for the summer. Lodging and meals will be provided. Mileage will be reimbursed.

Interested participants who did not serve on a MEAP Item Writing Team last summer will be required to submit three original test items (aligned to specific Michigan Curriculum Framework benchmarks or Content Expectations) that they created themselves, along with a letter of recommendation from their building administrator. The letter of recommendation should comment on the applicant's experiences with teaching and with assessment/testing. Several educators who served on a team last summer will be invited back to serve as mentors for new members, as well as to continue developing new items. All training will take place at the West Campus of Lansing Community College. The dates for the June sessions are as follows:

June 12 through 14 – Mathematics and Science
June 19 through 21 – ELA and Social Studies

The August sessions are tentatively scheduled for:
July 31 through August 2 – Mathematics and Science
August 7 through 9 – ELA and Social Studies

Applicants have until April 13, 2007 to sign up online by going to <http://www.surveymonkey.com/s.asp?u=674173470345>. Sample items and the administrator's letter of reference should be faxed to (517) 335-1186 or sent to:

Dr. William Brown
Michigan Department of Education/OEAA
P.O. Box 30008
Lansing, MI 48909-0008

SUCCESSFUL MICHIGAN MERIT EXAM LAUNCH!

We are very grateful to the thousands of Michigan educators who participated in the successful inaugural administration of the Michigan Merit Exam (MME). Our contractors have indicated that this is the smoothest state-wide assessment launch they have seen. We had little doubt that our colleagues across the state would "rise to the challenge." We acknowledge the long hours and hard work of the key staff members who accepted their roles and responsibilities. It was very evident by the challenging questions and scenarios sent to us that they immersed themselves in the training and the manuals.

There is still work to be done to streamline processes and procedures. As a first step, we would appreciate your feedback on the first MME administration. An email with a link to the Zoomerang Survey site will be sent to Test Supervisors, Back-Up Supervisors, Test Accommodation Coordinators, District Coordinators, and School Administrators. The survey will take only a few minutes of your time to complete, and will help to improve future administrations of the MME.

Once again, many thanks for a tremendous job by all!

MME ListServ now Available

A Michigan Merit Exam (MME) listserv is now available. Information updates, due date reminders, and copies of communications to Test Supervisors, Backup Supervisors, and Test Accommodations Coordinators will be posted to this list serve.

If you are a Test Supervisor, Back-Up Supervisor, or Test Accommodations Coordinator you do not need to sign up for the listserv. You will continue to receive direct communications.

To join the MME email listserv and stay in-the-know, complete the following steps:

1. Send an email message to LISTSERV@LISTSERV.MICHIGAN.GOV
2. In the subject field, type SUB MDE-MME
3. In the message body, type SUBSCRIBE MDE-MME <Your Name>
4. Be sure to replace <Your Name> in the above line with your name, for example SUBSCRIBE MDE-MME John Doe

You will receive an automatic confirmation, and then you'll begin to receive messages to the e-mail account that you are using to subscribe to the ListServ.

School Self-Assessment in MI-Plan

The School Self-Assessment collection window is currently open for schools to report their self-rating and evidence. As of this date, over 3000 schools across the state have logged into MI-Plan to begin the process of entering the ratings and evidence on 40 Key Characteristics of the School Improvement Framework that will comprise 33% of the composite grade on the Education YES! accreditation section of the School Report Card. The collection window will remain open through **April 10, 2007**.

We would like to remind you that there are several guides to navigating through the Self-Assessment process on the Web site at www.michigan.gov/edyes. These guides are:

- Education YES! School Users Guide
- Education YES! District Users Guide

- Education YES! Frequently Asked Questions (FAQs)
- School Improvement Framework Rubrics with Edits
- MI-Plan Training Video

Note that the MI-Plan Training Video was recently added to the Web site. Thanks to Kent ISD for help on the video and to Wayne RESA and the REMC Network for hosting the streaming video.

Reminders:

- If you need help remembering your User ID and Password, please call the DIT Help-Desk at (517) 335-0505 and press option 2 (MDE application support).
- The collection window will remain open through **April 10, 2007**. Please note that this is the deadline for the school district superintendent to hit the “Approve” button to send the School Self Assessments to the Department of Education. No extensions will be granted after the deadline. The School Self Assessment portion of MI-Plan will be closed at that time.

If you have questions or need clarification, please contact us at (517) 373-1342 or at aypcontactus@michigan.gov.

ELPA Testing and Materials Return Dates

We’re now almost at the halfway point of our ELPA Testing Window! The administration of the Spring 2007 ELPA will end on Friday, April 27.

We’d like to pass on a few reminders about how to package and return materials. Specific directions for packaging and returning materials appear in the ELPA Directions for Administration at all grade levels and in the Test Coordinator’s Manual for ELPA. Remember, for larger districts, send separate cartons back to Harcourt with scorable and non-scorable materials as one shipment, using the materials found in the ELPA Coordinator Return Kit. If your returns all fit in one box, place the scorable materials on the top of the non-scorable materials, clearly separating each with labels.

When all students have finished testing, a district can ship materials back to Harcourt at any time. Preliminary Individual Student reports and Class Roster reports will be made available as PDFs 28 days after Harcourt receives your district’s shipment.

Please note, however, that the last day to send scorable materials from districts in order to process them for PDF reports within 28 days is **Friday, May 4, 2007**. We suggest planning ahead so that your district’s shipment will leave your district on or before that date. Materials sent after May 4 but before May 15 will be processed by Harcourt when received, but the 28-day processing cannot be guaranteed.

Remember, districts will send their materials in one shipment. If you need more materials for the ELPA Coordinator Return Kit (such as paper bands, header sheets, and box labels), district coordinators can order them through the Harcourt Spectrum site.

Harcourt Customer Support for ELPA

The general Harcourt Customer Support number is still (800) 763-2306. We're working with Harcourt to assist us with your inquiries related to shipping, tracking, and returning ELPA materials, as well as issues related to getting access to the Harcourt Spectrum site. If you have specific feedback or comments about the Harcourt Customer Support Center that will help us improve service to you, please e-mail us at OEAA@michigan.gov. We'll pass along your valuable comments and suggestions to Harcourt staff.

Who gets tested with the ELPA?

The ELPA is administered to all English language learners who are enrolled in grades K through 12 and who are eligible for limited English proficiency (LEP) services. If you are unsure if a student should be tested with the ELPA, check their Home Language Survey, which each school keeps on file for their students. If either question has an answer of "yes," that student is to be assessed for their English language proficiency. When the school determines that the student is eligible for LEP services, their progress in acquiring English skills is measured each spring with ELPA. Remember, if a student has been exited from ELL services during this same school year, the student will participate in the ELPA this spring.

How did my school receive a pre-identified (pre-printed) ELPA test for some students and not for others?

Great question! A student would have received a pre-identified test if he or she took the ELPA in the spring of 2006 and got a score of less than "Proficient," took the ELPA Initial Screening in the fall of 2007 and got a score of less than "Proficient," and/or was not exited from LEP services in the Single Record Student Database (SRSD) count submitted by your district this past fall. You might then have other students who you have determined are eligible for ELL services (such as students who scored "Proficient" but were placed in ELL services according to your district policy). These other students will need to use tests with labels printed at the school. Additional materials can be ordered using the Harcourt Spectrum site by district coordinators.

As a reminder, you can place a newly-printed label carefully over the pre-identified information that appears on a test if the student who was pre-identified will not participate in the ELPA (for example, because he or she left the district).

I am the district ELPA coordinator—but I need to know how to order more ELPA materials!

The Harcourt Spectrum site is accessible through the secure OEAA site at www.michigan.gov/oeaa-secure. Once you have logged into the OEAA site, click on the blue button to the left that says "ELPA – Harcourt." You'll be asked for your Spectrum login information. The User ID is the same as your OEAA User ID, but the Spectrum site has a different password. If you did not automatically receive a password from Spectrum earlier this year, you can reset your password. By clicking on the "I Forgot my Password" link on the opening screen of the Spectrum site. When prompted to input a favorite pet name as a security feature, enter the word spot if you did not already set this clue to a different name. Either your password will be emailed to you or the screen will walk you through creating a new password.

Please note that some district coordinators may have more than one OEAA user ID that was setup for different purposes, and this may be a reason why one particular user ID does not appear to work on the Spectrum site. Make sure you are using a district level user ID and not a school level user ID. If you need help finding out or setting up your user ID on the OEAA system, please call us at (877) 560-8378.

Once you get access, you will find directions on the site on how to make and track an order from Harcourt. You can call the OEAA (877-560-8378) with any issues with using the Harcourt Spectrum site, and we will direct you to the appropriate Harcourt staff member who can help.

General Questions about Administering the ELPA

We would recommend first looking at the Directions for Administration. If you don't have immediate access to one, try logging into the secure OEAA site at www.michigan.gov/oeaa-secure, since all Directions for Administration are available in downloadable .pdf format from the opening ("Student Search") page of the site.

For the Spring 2007 cycle, we've also just uploaded a new set of Frequently Asked Questions (FAQs) on the public ELPA site at www.michigan.gov/elpa, available in downloadable .pdf format.

If you have a question that still needs clarification, feel free to call Phil Chase, ELL Assessment Specialist, at 517-335-3967 or e-mail him at chasep2@michigan.gov.

Staying Informed on ELPA

Also remember—there are many valuable resources on the public ELPA Website at www.michigan.gov/elpa, including updates, manuals, FAQs, and PowerPoint presentations.

Finally, many of our ELL paraprofessionals, teachers, department leaders, and program administrators have joined the MDE-ELLA ListServ, which keeps them at the forefront of announcements related to the ELPA and other issues related to assessing ELLs. Membership is open.

To join the ELPA email listserv and stay in-the-know, complete the following steps:

1. Send an email message to LISTSERV@LISTSERV.MICHIGAN.GOV
2. In the subject field, type SUB MDE-ELLA
3. In the message body, type SUBSCRIBE MDE-ELLA <Your Name>
4. Be sure to replace <Your Name> in the above line with your name, for example SUBSCRIBE MDE-ELLA John Doe

You will receive an automatic confirmation, and then you'll begin to receive messages to the e-mail account that you are using to subscribe to the ListServ.

NAEP Assessment Concludes Another Successful Year

The 2007 NAEP assessment of math (Grades 4, 8, 12) for math, reading and writing concluded on March 2. OEAA wishes to thank all the schools for making this a 100% (participation) successful year. This year we had a special project to boost the number of High School Seniors participating and the result was an across

the board increase but short of our goal of 80% by each school. Many schools met or exceeded the goal, but the overall average was (68%). The results of this assessment will be out in the fall and Grade 12 results in reading and writing will be out sometime in 2008.

Assessment Literacy Professional Development Workshops

Just a reminder, any district or ISD that is interested in a workshop (this spring or next fall) on balanced school assessment (including NAEP, MEAP and local assessment) can contact Paul Stemmer, at 517.241.2360 or stemmerp@mi.gov

OEAA Contact Information

OEAA web site: www.michigan.gov/oeaa

OEAA Secure database: www.michigan.gov/oeaa-secure

OEAA email address: oeaa@michigan.gov

OEAA Office local phone number: 517-373-8393

OEAA Office toll-free phone number: 877-560-8378

OEAA Office fax number: 517-335-1186

MEAP web site: www.michigan.gov/meap

MME web site: www.michigan.gov/mme

Department of Treasury, Merit Award/Michigan Promise scholarship: 888-447-2687